



State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

DOA POLICY NO. 13

EFFECTIVE DATE: JANUARY 3, 2000

SUBJECT: Drivers' Safety Policy

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. PHILOSOPHY:

It is the intention of the Division of Administration (DOA) to increase the safety of our employees, control the use of vehicles used in the performance of State related business, reduce the State's liability exposure, reduce loss expenses, achieve accountability, and meet the requirements of Louisiana Revised Statute 39:1543. (1)(f) by establishing and maintaining an effective Driver Safety Program.

II. POLICY:

Each employee and each section head shall meet the requirements of the Division of Administration Drivers' Safety Program, which is a part of the overall DOA Loss Prevention Program.

III. BACKGROUND:

The State of Louisiana provides insurance coverage for:

Liability and physical damage to State-owned and leased licensed vehicles, and;

Provides excess liability coverage over the individual owner's private insurance required by law for employees' private vehicles used in the course and scope of their State employment.

IV. APPLICABILITY

This policy applies to all employees of the Division of Administration and sections of the Division of Administration both general appropriation and ancillary appropriations.

V. DEFINITIONS

A HIGH RISK DRIVER:

1. An employee having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within a five-year period, and/or
2. An employee having a single conviction, guilty plea, or nolo contendere plea for operation of a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

B. REGULAR DRIVER: An employee whose normal job duties requires him/her to operate a motor vehicle on a regular basis, such as once a week.

C. OCCASIONAL DRIVER: An employee whose normal job duty does not regularly require him/her to drive in the course of his/her employment, but may be required to operate a motor vehicle on an infrequent basis.

D. NON-DRIVER: An employee whose job duties do not require him/her to drive a motor vehicle for State business; other than in an emergency situation.

E. NON-LICENSED VEHICLE: A vehicle which is not authorized for road use such as a riding lawn mower or tractor.

F. ACCIDENT: Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred, or who was responsible

G. AUTHORIZATION/DRIVING HISTORY FORM: This form is maintained on each employee who drives on State business by his/her respective section. The form shows when an employee was authorized, the type of vehicle the employee may use, and information on the employee's driving record.

H. LOUISIANA SAFE DRIVERS' COURSE: A course on defensive driving techniques. Introduces techniques to fine tune employees' driving skills. All drivers (regular or occasional) of State or personal vehicles on State business must attend a Safe Driver course approved by ORM within three months of employment and a refresher course every three years unless their license class requires other training or testing. Drivers who have violations indicated on

their Operator Driver Record (ODR) shall be required to take a defensive driving course within one year of the violation.

- I. DOA SAFETY COORDINATOR:** For “Safety Year 1999-2000 Diana S. Williamson, is the Safety Coordinator for the Division of Administration. The Safety Coordinator develops, implements, and coordinates the Drivers’ Safety Program for the Division with the authority of the Appointing Authority. He/she acts as liaison between the sections, the Office of Risk Management and the Commissioner, communicating the best feasible operations, procedures, technology, and policies for an efficient, successful Driver’s Safety Program.

VI. RESPONSIBILITIES:

A. THE DEPUTY/ASSISTANT COMMISSIONER OR EQUIVALENT POSITION

The deputy/assistant commissioner or equivalent position is responsible for holding the section heads under his/her supervision accountable for adhering to all aspects of this policy.

B. SECTION HEAD/SUPERVISOR

1. Upon implementation of this policy, the section head shall designate the person(s) responsible for bringing all affected employees into compliance and ensuring continuing compliance with the requirements of this Driver Safety Program (referred to herein as “Safety Manager”).
2. The section head is responsible for designating which employees are authorized to drive State vehicles on State business. Upon authorization of each employee to drive State/private vehicles, the employee will be classified as a regular driver, occasional driver, or non-driver. The particular class of license required by each employee will also be determined.
3. Any employee whose job duties involve the operation of State vehicles as a regular or occasional driver shall fill out an Authorization/Driver History Form, which is used to obtain his/her Operator Driver Record (ODR) from the Department of Public Safety.
4. The Authorization/History Form, along with the ODR, shall be submitted to the section head, or his designee, for review. If the employee is authorized to drive then he/she shall be required, within three months of authorization, to complete the Louisiana Safe Drivers Course.

5. Any employee found to be a high-risk driver, as defined in this policy, shall not be authorized to drive either a State vehicle or non-State vehicle for purposes of performing his/her job related duties.
6. Subsequent to completion of the Louisiana Safe Driver Course, all authorized drivers must attend a refresher course at least once every three years unless their class of license requires additional training or testing.
7. By March 1 of each year, the section head shall appoint the Section Safety Manager to monitor compliance with the Driver Safety Program. The Section Safety Manager shall maintain, in a confidential safety file, the original Authorization/History Form and ODR on each authorized driver. He/she shall provide a list of the section's authorized drivers and high risk drivers to the DOA Safety Coordinator by March 31 of each year.
8. Annually (by March 1 of each year) the ODR of each authorized driver shall be reviewed by the Safety Manager. The Safety Manager shall compile a list of the following:
 - a. Drivers due to attend the Louisiana Safe Driver Course; and
 - b. Drivers experiencing a change in status of their license; and
 - c. Drivers who have been involved in an accident or received a moving violation citation within the past twelve month period.
9. Ensure that the Vehicle Checklist (DA 424) is completed weekly for each State vehicle in his/her charge and retained in the vehicle.
10. Ensure that vehicles/equipment are properly maintained in accordance with the manufacturer's recommendations and all applicable standards and that maintenance records are retained on file.
11. Ensure compliance with the State's Fleet Management Program guidelines.
12. Assure that all Civil Service Position Descriptions (SF-3's) for classified employees of the section reflect:
 - (a) Driving as an essential function of the position when appropriate, and
 - (b) Possession of a specific class of driver's license as an essential qualification for the position when appropriate.

13. Ensuring that employees in jobs requiring some other class of license or other training and/or testing, possess that class of license and receive that training and/or are appropriately tested.

C. SAFETY COORDINATOR

1. Development, implementation, and coordination of the Driver's Safety Program for the Division of Administration with the authority of the Appointing Authority.
2. Development and communication of the best feasible operations, procedures, technology, and policies for an efficient, successful Driver's Safety Program.
3. Monitor the Driver's Safety Program and coordinating safety activities through the Safety Managers.
4. Act as liaison between the Division of Administration and the Office of Risk Management/State Loss Prevention Program and the Fleet Management Program.
5. Assist the Office of Risk Management, Unit of Risk Analysis and Loss Prevention in review of and implementation of the Driver's Safety program, working with these professionals to identify where losses are occurring and how the losses can be reduced or eliminated.
6. Coordinate with the sections' Safety Managers to insure that all "Regular Drivers" within the Division of Administration are offered, and subsequently complete, the Defensive Driver Training.
7. Coordinate with the sections' Safety Managers to insure that up-to-date records are maintained on Division of Administration employees who have completed the Defensive Driver Training.
8. Maintain Division-wide list of all authorized drivers and high risk drivers.

D. EMPLOYEES

1. Employees who are authorized to drive State vehicles are responsible for reporting any unsafe conditions observed in vehicles used in the course of their duties to their immediate supervisor. Additionally, the employee

shall check the vehicle and make sure that it contains a blank Louisiana State Driver Safety Program Accident Report (Form DA 2041.)

2. All authorized drivers are required to maintain a valid driver's license for the class of vehicle they are operating. Any change in the status of his/her license (i.e. suspension or revocation) shall be reported to his/her supervisor immediately.
3. Any authorized driver who receives a citation for a moving violation, whether personal or job-related, shall report such violation to his/her supervisor and the Safety Manager. If a citation is received in a State vehicle on official business, a copy of the citation shall be forwarded to the Safety Manager. Notification shall be made upon the first day the driver returns to work following the violation.
4. All accidents occurring while on duty (regardless of how minor) shall be reported to the driver's supervisor on the day of the accident or as soon as possible.
FAILURE OF A DRIVER TO REPORT ANY ACCIDENT IMMEDIATELY
MAY BE CAUSE FOR DISCIPLINARY ACTION.
5. Any driver involved in an accident while operating a State vehicle shall immediately complete page one of the Louisiana Safety Driver Safety Program Accident Report (Form DA 2041) at the scene of the accident. The driver should not leave the scene until he/she has obtained all of the information required to complete page one of DA 2041.
6. The completed first page of the accident report shall be given to the Safety Manager immediately upon the driver's return to the workplace so that it may be forwarded to Safety Coordinator within 24 hours of the accident for submission to the Office of Risk Management. If the driver is not able to complete this portion of the accident report, it should be completed by the driver's supervisor to the best of his/her ability.
7. As soon as possible after the accident, the driver shall complete the accident report (DA 2041), obtain a copy of the police report (if one was completed), *and take two pictures of the vehicle involved in the accident. One picture should show the license plate of the state vehicle and the other should show the damaged section of the vehicle.* All of the above information shall be forwarded to the driver's supervisor for further processing.
8. Bring to the attention of the Commissioner, deputy/assistant commissioner or equivalent, the section head, DOA Safety Coordinator, or the Director of the Office of Personnel Services, any violation of this policy.

VII. EXCLUSIONS:

Requests for exceptions to this policy should be submitted to the Commissioner of Administration through the Safety Coordinator along with specific and compelling justification.

VIII. GENERAL PROVISIONS:

- A. Operators of State vehicles will follow all reasonable procedures to insure the safe and economical use of State vehicles including:
 - (1) Locking vehicles at any time they are left unattended.
 - (2) Removing credit cards when keys must be left in vehicle at parking facility.
 - (3) Parking the vehicle in authorized places where reasonable security is offered and removing from ready visibility any State or personal property within the vehicle.
 - (4) No vehicle may be operated in violation of State or local laws.
- B. Use of State Vehicle
 - (1) Use of State vehicles within the official domicile to obtain meals is not permitted except for:
 - a. Investigation personnel actually on duty.
 - b. Field workers between site visits.
 - c. Bona-fide official State business meetings.
 - d. Employees who are required to accompany or be on duty with clients while on travel status.
 - (2) The use of State vehicles for the personal use or benefit of an individual or individuals is not permitted; including but not limited to:
 - a. Personal errands (such as banking business, shopping), and
 - b. Transporting of unauthorized non-state employees, and
 - c. Use of state vehicles while not on official duties (such as leave or lunches).

IX. QUESTIONS:

Questions regarding appropriate authorization to operate a State-owned or State-leased vehicle, or authorization to operate a privately-owned vehicle during the course and scope of State employment, should be addressed through the section head to the Commissioner or his delegated representative.

Other questions regarding this policy should be directed to the DOA Safety Coordinator.

X. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.